



PATRICIA S. PLOEHN, LCSW  
Director

**County of Los Angeles  
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

425 Shatto Place, Los Angeles, California 90020  
(213) 351-5602

March 3, 2008

TO: Supervisor Yvonne B. Burke, Chair  
Supervisor Gloria Molina  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

FROM: Patricia S. Ploehn, LCSW  
Director

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First District  
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**REQUEST TO AMEND INFORMATION TECHNOLOGY SUPPORT SERVICES  
MASTER AGREEMENT (ITSSMA) WORK ORDER N05-0191 FOR CONTINUING  
TECHNICAL SUPPORT FOR THE ADOPTION ASSISTANCE PAYMENT SYSTEM  
FOR THE DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

This is to advise you of our intent to request the Internal Services Department (ISD) to amend the existing Work Order N05-0191 with Global Software Solutions, Inc., by extending the term from March 31, 2008 through March 31, 2010 and increasing the Work Order maximum amount by \$298,800, from \$149,400 to \$448,200. The total project cost includes completed Work Order N05-0157 for \$146,584. The additional cost of this extension of Work Order N05-0191 plus the amount of the completed Work Order brings the total project cost to \$594,784.

In accordance with ITSSMA guidelines, prior Board notice is required for projects that will exceed the \$300,000 limit.

**BACKGROUND**

The Adoption Assistance Program (AAP) is a mandatory statewide program that provides financial support to families in order to facilitate the adoption of children who would otherwise be in long-term foster care. The intent of this program is to remove limited financial resources as a barrier to adoption.

The Department's existing AAP System is a mission-critical standalone application. It is the sole automated source of payment authorizations for over 25,000 adoptive children within our County. The system was developed using Clipper software, an outdated and obsolete program. The completed Work Order (N05-0157) provided maintenance and

support of the old stand-alone DOS based systems that have since been converted to the Web environment.

The AAP system authorizes payment transactions to our Automated Provider Payment System (APPS) and the Auditor-Controller's Electronic Countywide Accounting and Purchasing System (E-CAPS) for issuance of Adoptive Assistance Payments. AAP is also the last remaining DCFS payment system for which case maintenance and payment actions are not generated as part of our current Child Welfare Services Case Management System (CWS/CMS) case functions.

DCFS plans to phase out the use of the AAP system and replace its case maintenance and payment processing functions by converting the AAP case information into the CWS/CMS system. A conversion of our AAP case information to the CWS/CMS for ongoing AAP case maintenance and payment authorization transactions will consolidate AAP and our foster care case maintenance and payment functions under one primary system, and eliminate the need for the outdated AAP system. This conversion, however, may take up to two years to complete as explained below.

The County signs a two-year Adoption Assistance Agreement with each adopting and prospective adopting family. As these two-year AAP agreements expire and a new two-year agreement with the adoptive family is executed, the AAP case and renewed agreement information will be entered into CWS/CMS, initiating the conversion for the AAP case. The AAP CWS/CMS interface to APPS and e-CAPS will be implemented for each converted case. All new AAP cases will be entered into CWS/CMS.

The AAP system must be maintained for generation of payment authorizations for unconverted cases until the end of the conversion period. The AAP system must continue to be maintained by the contract programmer with experience and knowledge of the legacy AAP clipper programs.

## **SCOPE OF WORK**

Under the supervision of a County Project Manager, the contractor is currently working on a time and materials basis, and will continue to do so through completion of the AAP conversion to complete the following list of tasks and duties:

- Perform ongoing operations and maintenance for the AAP system and its payment interface files;
- Maintain current AAP system data integrity and functionality through completion of the conversion period; and
- Design, develop and implement a legacy AAP archive system for storage and presentation of historical and converted AAP cases and AAP payment history for a minimum of ten (10) years, as required by the State.



## **JUSTIFICATION**

This work order amendment request is necessitated by the need for continued use of the technical skills of contractor staff until a conversion is completed for our Adoptions Assistance Payments cases from the current outdated system (AAP) to the Statewide Child Welfare Services Case Management System (CWS/CMS). With the continuation of the contract expertise that DCFS has with the existing work order, we can maintain the financial maintenance for adoptive families and the permanency for adoptive children and prospective adoptive children. It will allow DCFS to continue to provide accurate and timely payments to the adoptive families while transitioning from an outdated payment system to the successful implementation of AAP case maintenance on CWS/CMS.

Currently, neither DCFS nor ISD have any experienced Clipper programming staff, nor is there training available for this obsolete programming language. Therefore, we are dependent on the continued expertise provided by staff from this work order. After the conversion of the AAP cases from AAP to CWS/CMS, DCFS will no longer be dependent on expertise of a contractor with Clipper software skills.

## **FISCAL IMPACT**

The contractor's hourly rate will not increase for the extended term of the Work Order. Funding for this Work Order extension is included in the Department's Fiscal Year (FY) 2007-08 budget, and has been included in the Department's FY 2008-09 Budget Request.

## **CLOSING**

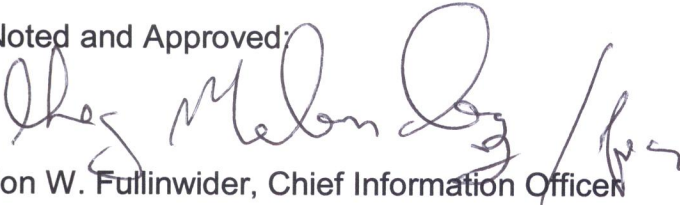
Consistent with ITSSMA policies and procedures, we are informing your Board of our intention to amend the subject Work Order. Unless we receive instruction not to proceed within the next two weeks, we will request ISD to proceed with executing the Work Order amendment. If there are any questions regarding this Work Order request, please contact me at (213) 351-5601 or your staff may contact Leo Yu, Deputy Director, Bureau of Information Services, at (562) 345-6609.

PSP:LHY

PJ:lh

c: Executive Officer, Board of Supervisors  
William T Fujioka, Chief Executive Officer  
Miguel Santana, Deputy Chief Executive Officer

Noted and Approved:



Jon W. Fullinwider, Chief Information Officer